

BROOKHAVEN NATIONAL LABORATORY
NATIONAL SYNCHROTRON LIGHT SOURCE

MEMORANDUM

DATE: June 15, 1999 (**Revisions – 6/21/99, 10/27/99, 12/28/01**)

TO: Debbie Doyle, PE

FROM: Nicholas F. Gmür, NSLS ES&H Coordinator

SUBJECT: Training for custodians working at the NSLS
(gmur/c:/mydocuments/esh.dir/traincust1.doc)

Based on a series of discussions and reviews, we have developed a training sheet to document the training given to custodians under your supervision working in the NSLS buildings. This sheet will be used by you and serve as your personal record that you have completed the training with the named custodians.

You may wish to contact Erik Johnson (x4603) and Xijie Wang (x5248) to discuss any additional facility training issues for Bldgs. 729 and 820, respectively.

This training sheet should be considered a living document. You may contact me at any time to make changes.

Rev. 6/21/99

I have added 2 lines to make sure custodians know where to assemble and/or evacuate during fire and site alarms.

Rev. 10/27/99

All references to trash collection have been placed under a separate heading.

Rev. 12/28/01

Provided name of NSLS ES&H Briefing. Emphasized always wearing radiation badges when in a Controlled Area (check with the Training Coordinator for 729 and 820 training requirements). Revised section explaining trash collection from accelerator rings/vaults.

cc. E. Rothman, G. Van Derlaske

TRAINING FOR CUSTODIANS WORKING AT THE NSLS

Required Training

All custodians working in NSLS buildings (725, 726, 727, 728, 729 and 820) will have completed and passed:

- ☐ General Employee Training;
 - ☐ General Employee Radiological Training (or a higher level) and a radiation badge has been assigned;
 - ☐ NSLS Stop Work Training;
 - ☐ NSLS Facility Specific Training (“NSLS ES&H Briefing for PE and S&M Personnel”).
- The latter may be administered by the NSLS ES&H Coordinator, Building Manager or Training Coordinator. These requirements pertain whether or not the custodian is working in a Controlled Area.

P Custodians shall always wear radiation badges whenever in a Controlled Area.

Note: 729 (SDL) and 820 (ATF) will require additional facility specific training.

Additional Training

The Custodial Supervisor shall complete the following additional training with each custodian new to the NSLS:

- ☐ Orientation tour of the building, experimental floor and beamlines
- ☐ Know how to evacuate and where to assemble during a fire alarm
- ☐ Know where to assemble and when to evacuate during a site alarm
- ☐ What can and cannot be touched
- ☐ Stay clear of posted Radiation Areas
- ☐ Stay clear of posted Contamination Areas unless ES&H personnel have given specific permission to enter
- ☐ How to announce to beamlines that a floor cleaning will be scheduled
- ☐ Wear rubber gloves and safety glasses when working in restrooms
- ☐ Wear safety glasses when mixing chemicals and stripping/waxing
- ☐ Red rag and mop only...no sweeping (keeps dust down)
- ☐ Vacuum, if possible, using plastic vacuum machine
- ☐ Pay attention to and obey, as necessary, all Public Address announcements
- ☐ During VUV Ring injection, go to X-Ray Ring or front lobby areas

Trash Removal (for additional guidance, see the NSLS Building Manager):

- ☐ Trash/floor sweepings may be collected from inside accelerator rings/vaults* and do not need to be surveyed by Rad. Control Techs. before they are disposed of
- ☐ Trash may be collected from Controlled Area experimental floors
- ☐ Do not dispose of recycled metal (done by NSLS staff)
- ☐ Examine trash containers carefully for needles, glass, sharp metal, etc.
- ☐ Wear work gloves when picking up trash

*725 - Booster/Linac, VUV, X-Ray; 729 - Linac vault; 820 - Linac Vault/Exp'l Hall

This training was completed on _____ (date) by:

Custodian's Name_____ **Life Number**_____

Supervisor's Name_____ **Life Number**_____